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# FIXED ASSET SYSTEM (FAS)

## FAS PROCESSES FOR AN ASSET THAT WAS PURCHASED IN STARS OR PAYMENT SERVICES

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### INTRODUCTION

An asset purchased through STARS or Payment Services may be automatically placed into the FAS **Hold File**, which an agency must complete in order to record the asset in FAS, or delete it from the Hold File if it does not need to be recorded. The Hold File is a temporary area where records await final coding to be entered (such as quantity, class code, and location)

Payment Services and P-Card transactions are uploaded to STARS in a nightly process, so the STARS process described here applies to Payment Services and P-Card. (A Purchase Order from the SCO Purchasing application can be imported into Payment Services, and that transaction will be uploaded to STARS.) This document will primarily refer to STARS and Payment Services.

### OVERVIEW OF THE STARS TO FAS PROCESS

A transaction must be entered in STARS or Payment Services when cash is expended to acquire an asset. The transaction will contain various data elements (e.g., a transaction code, a property number, etc.). When certain transaction codes are used with specific subobject codes, a **property number** and a **component number** are required. This combination of codes will cause the transaction to be automatically sent to FAS.

Transactions that use Capital Outlay subobjects (6000 - 6999) may require a Property and Component Number. STARS will prompt you if you need to enter them. Also, if you have entered an **F** (send to FAS) in the capitalization indicator (**CI**) field on the STARS Data Entry Screen or the Payment Services Distribution, this will automatically create the appropriate transaction in FAS.

STARS transactions are processed in the evening, in batches. Once all STARS batches have run, FAS reviews each transaction looking for those with a Property and Component number, or a **CI** indicator of '**F**'.

These transactions (records) are placed in the FAS **Hold File**, and the agency must process them. The records should be added either to the FAS **Property File** (i.e., the asset is tracked in FAS) or the record should be deleted. After the records are processed successfully, they will remain in the Hold File until they are purged during the nightly FAS batch cycle.

STARS contains 'edits' (rules in the program) that require a **property number** and a **component number** be entered on certain transactions, but not allowed for other transactions, and also determine if a STARS transaction should be automatically entered into the FAS Hold File.

<b>Rule 1</b>	<b>Rule 2</b>	<b>Rule 3</b>
The FAS indicator on the Organizational Control (OC) Table 25 must equal Y. This means that your agency is using FAS as its fixed asset application. This indicator is setup by the SCO when your agency initially starts using FAS.	<p>EITHER</p> <p>a. The STARS subobject has a FAS indicator attached to it. The subobject determines the asset class and ultimately the FAS transaction code you should use.</p> <p>OR</p> <p>b. The Capitalization Indicator (CI) on the STARS Data Entry Screen or Payment Services screen is an 'F'.</p>	<p>EITHER</p> <p>a. The Transaction Code (TC) posting sequence equals '5' and its Expenditure Subobject (ESUB) equals 'I' (input) or 'R' (required).</p> <p>OR</p> <p>b. The Transaction Code (TC) posting sequence equals '1' and its Revenue Subobject equals 'I' (input) or 'R' (required).</p>

Generally, when an asset is purchased, the expenditure is entered in STARS as follows:

- A **230** or a **236 expenditure transaction code** is used with a **subobject code** in the **6000 capital outlay** range.  
The combination of most 6000 range of subobject codes with the 230 or 236 transaction codes will require a **property number** and **component number** to be entered.
- Assets may be purchased using subobject codes in the **5000 operating expense range**. If so, a capitalization indicator (CI) of either **F** or **W** must be entered as well as a **property number** and a **component number**.
- The transaction will extract to the FAS **Hold File** where it needs to be selected and the asset information entered into FAS ([see the FAS Hold File section below](#)).

## HOW FAS COMBINES STARS/ PAYMENT SERVICES TRANSACTIONS

When purchasing an asset, you may make multiple entries in STARS or Payment Services in order to record **multiple funding sources** (Fund, Budget Unit, PCA, Index, Grant, or Project). During the STARS to FAS process, FAS will **combine** these multiple entries into a few FAS **Hold File** records. There are certain rules FAS uses in determining how to combine the STARS transactions:

1. FAS looks for STARS transactions with the same Property Number, Component Number, Asset class, and Transaction Code type. (Asset Class is determined by the subobject code used in the STARS transaction.) The asset classes are:
  - 1 - Land
  - 2 - Buildings
  - 3 - Improvements Other Than Buildings
  - 4 - Machinery and Equipment
2. Once FAS determines that the transactions have the same Property Number, Component Number, Asset class, and Transaction Code type, it combines the data in the following ways:
  - The **amounts** are combined into a single grand total. This total is the Acquisition/Disposition/Transfer amount (**ADT AMT**).
  - For each unique funding source combination, the Fund, Fund Detail, and Budget Unit are displayed, and the amounts are grouped together as a sub-total. These sub-totals are displayed on the second data screen of the property record called the **Funding Source Screen**.  
If you may have more than 10 funding source combinations, the tenth line will contain the sum of the amounts for line 10, 11, 12, etc. The funding source information will reflect the original information from line 10.
  - For each unique PCA, Index, Grant and Phase, or Project and Phase, a unique field is displayed. For each displayed field, the amount shown will be the sum of all the records that matched the displayed field.

## EXAMPLES OF HOW FAS COMBINES STARS ENTRIES

Consider the following STARS expenditure-coding examples of invoices that are split between multiple budget units and PCAs:

### EXAMPLE 1

Property Number	Component Number	Fund / DT	Budget Unit	PCA	Subobject	Asset Class	Amount
112233	00	0001 03	SAAA	34567	6010	1 (Land)	\$6,000
112233	00	0001 04	SABA	12345	6010	1 (Land)	\$1,000
112233	00	0001 04	SABA	12345	6010	1 (Land)	\$3,000

In this example, FAS will create only one record because the **property number, component number, and asset class** are the same, as follows:

- The three amounts are added together for a total of \$10,000. This is the **ADT AMT** on the Data Entry Screen.

Property Number	Component Number	Amount
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- The **Optional Funding Source** Screen sorts by PCA in ascending order and the amounts are sub-totaled by PCA. The Optional Funding Source Screen will display.

PCA	Index	Grant / PH	Project / PH	Amount
54321	3030	BLUPEN 01	BLUPEN 01	\$50,000
65432	4040	REDPEN 01	REDPEN 01	\$50,000

The second record that FAS creates is as follows: (the second record is created because this asset is a different asset class - equipment instead of buildings).

- The **ADT AMT** on the Data Entry Screen for the equipment is \$5,000.

Property Number	Component Number	Amount
112244	00	\$5,000

- The **Funding Source** Screen will display one line of funding information.

Fund / DT	Budget Unit	Amount
0001 02	TAAA	\$5,000

- The **Optional Funding Source** Screen sorts by PCA in ascending order and the amounts are sub-totaled by PCA. The Optional Funding Source Screen will display.

PCA	Index	Grant / PH	Project / PH	Amount
54321	3030	BLUPEN 01	BLUPEN 01	\$5,000

## SIGNIFICANCE OF SEQUENCE NUMBERS

Each processing night, FAS extracts all successfully posted STARS transactions that have a Property and Component number. The transactions are combined as described and placed in the **FAS Hold File**.

The **Hold File** is a temporary area where records await final coding to be entered (such as quantity, class code, and location). When a STARS transaction is automatically entered in the Hold File, a **sequence number** is automatically added to the record. The first sequence number is usually 0001. For multiple records extracted with the same property and component number, a sequence number of 0002 will be assigned to the second record, 0003 to the third, etc.

In Example 2, two records were extracted. The first record was for the buildings associated with property and component number 112244 – 00. This record would be assigned sequence number 0001. The second record was for the equipment associated with property and component number 112244 – 00. Since both records have the same property and component number the second record is assigned sequence number 0002.

## PROCESS RECORDS IN THE FAS HOLD FILE

Once the STARS/ Payment Services transaction is in the FAS Hold File, select the record from the Hold File and enter the asset information.

### SELECT THE RECORD FROM THE HOLD FILE

1. Type **32** at the FAS Main Menu and press ENTER to open the Hold File.
2. Type **R** in the FUNCTION field.
3. Press ENTER to display a list of records (type N in the FUNCTION field and then press ENTER to 'scroll' to the next page of records) or type the specific **Property Number** and **Component Number**, and then press ENTER.
4. Type an **S** in the **FUNCTION** field then press TAB until you reach the space in the **S/X** column, next to the record. (The **SRC** column will display an '**S**' if the record came from STARS or an '**F**' if the record was entered directly FAS.)

#### S032 Example of records recalled

VERSION 3.1		FAS - HOLD FILE						S032	
FUNCTION: N (R=RECALL, F=FIRST, N=NEXT, P=PRIOR, S=SELECT)									
AGENCY: 200 PROPERTY NO: COMPONENT NO:									
S/X	PROPERTY TYPE	CMP SRC	SEQ DESCRIPTION	REF PROP	CMP	CUR DOC	ADT DATE	ADT AMOUNT	
							FAS TC APP	STATUS	
-	SASFSTUD07	00	0001	SASFSTUD07	00	FASTRAIN	02/03/2005	2500.00	
	P	F	COMPUTER ACQ SINGLE FUND				A04 3		
-	SASFSTUD08	00	0001	SASFSTUD08	00	FASTRAIN	02/03/2005	2500.00	
	P	F	COMPUTER ACQ SINGLE FUND				A04 3		
X	00COM33644	00	0001	00COM33644	00	FASTRAIN	02/03/2005	2500.00	
	P	F	COMPUTER ACQ SINGLE FUND				A02 3		

5. Type either an **S** or an **X** in the space next to the record and press ENTER to open the S033 screen as shown in the example below.

#### S033 Example - STARS Generated to FAS Data Entry Screen

VERSION 3.1		STARS GENERATED TO FAS DATA ENTRY SCREEN						S033	
AGY: 200 PROP NO: 00COM33644 COMP NO: 00 SEQ NO: 0001 ADT AMT: 2500.00									
ADT DT: 02032005 BFY: 2005 STATUS: APP LVL: 0 REM AMT: 2500.00									
FUNCTION: R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS, Y=APPROVE, H=HOLD)									
AGENCY : 200		PROP NO: 00COM33644		COMP NO: 00		SEQ NO: 0001		AGY SFX:	
FAS TC: A02		REF PROP: 00COM33644		REF CMP: 00		STATUS:		OWNRSH:	
DSP MTH:		ADT AMT: 2500.00		ACQ MTH:		CLS CD:		CLS SFX:	
DISP % : 000		ADT DATE: 02032005		ST MTH: 1		RSK MG:		COND CD:	
QTY : 0000001		INSRV DT:		AGY MTH: 1		U LIFE:		CAP IND: S	
QTY UNT:		RPLC AMT:		INS IND:		SAL VAL:			
LOCAT1 :		DESC: COMPUTER ACQ SINGLE FUND							
LOCAT2 :		PO NO :		MODEL YR:		MFR:			

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## **ENTER ASSET INFORMATION IN THE STARS GENERATED TO FAS DATA ENTRY SCREEN (S033)**

[Click here for the Quick Reference Guide](#) for many of the required data elements and the values to use or refer to the [Acquisitions: Entering an Asset](#) document for more information.

If you have corrected all problems related to error messages but do not have acquisition release authority, an 'INVALID APPROVAL LEVEL' message will be displayed and the STATUS field will display an 'H' for hold status. The record will require an operator with the appropriate approval level to release the transaction.

If you do have acquisition release authority, the status of the FAS Hold File record will show a 'P', for successfully posted (i.e., the STATUS field in the reference area will be 'P').

Once a record is successfully posted, you can view it immediately in the FAS Property File (S040) and the Hold File. If you have changed the Property or Component number, the original "parent" record will be automatically removed from the Hold File once the new Property/Component number has been released and processed.